

# Manager Branch Cover Letter

66638 MacGyver WalksSonnyshire, UT 99578-2243

**Dear Dallas Jakubowski,**

I would like to submit my application for the manager branch opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for leadership for the Inventory Management Process by effectively leading the site's optimal inventory levels via an inventory playbook, Excess and Obsolete inventories and MRB levels which support's the work capital metrics.

Please consider my qualifications and experience:

- Grow the branch by attending internal and external events outside of normal business hours
- Oversee the operation of the branch including service levels, loans, deposits, and a compliment of exempt and non-exempt employees
- Extensive business credit and outbound business
- Knowledge of the Summerlin market and areas of potential new business development
- Extensive knowledge of the banking industry, including lending and banking products
- Teller functions
- Bank policies
- Relationship building and development of customers

**Thank you for considering me to become a member of your team.**

Sincerely,

Quinn Skiles